

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class ranks directly below that of Fire Chief and employees in positions of this class may be called upon to perform the duties of the Chief in the Chief's absence. Assigned duties include supervising all subordinate fire fighting personnel and volunteer firefighters, commanding fire scene operations until the arrival of the Chief, directing fire department inspections and surveys, training all subordinate firefighter/operator personnel, monitoring the safety of all personnel while performing their assigned tasks and any related duties assigned by the Fire Chief. The Deputy Fire Chief works independently under the direct supervision of the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises subordinate Firefighters and volunteer Firefighters by reviewing work performance and correcting errors or offering suggestions; reviews records of previous shift activity; issues orders or assigns work for the day; fills in personnel records; makes certain that all fire fighting posts are manned; investigates employee complaints and takes action or refers the matter to the Chief;

Orders supplies and equipment; draws up specifications for fire fighting equipment;

Fills out records and writes reports such as fuel reports, supply requests, hose reports, fire incident reports, hydrants reports, etc;

Assumes command of fire scene operations and directs all fire fighting and rescue operations until relieved by the Chief; relays messages between headquarters and fire fighting personnel; supervises overhaul operations after a fire and performs other command functions at emergency scenes as the situation dictates;

Directs or personally performs fire company inspections and surveys; inspects homes for fire hazards such as faulty wiring, overloading circuits, etc.; inspects commercial businesses, public assemblies, and recommends corrections for unsafe practices and conditions;

Collects information for pre-fire planning; visits businesses, schools, etc., in order to become familiar with the layout of the building, location of gas/electric meters, location of closest hydrant, types of connection, dead end streets, fire hazards, types of chemicals, standpipes, etc.; prepares, draws, or sketches plot plans; identifies and takes necessary precautions when around hazardous materials;

Attends special training courses and schools;

Performs related duties as assigned;

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Must be a regular and permanent employee in good standing in the class of Fire Captain with not less than five (5) years service with the City of Zachary Fire Department in that class.

Must have a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by an authorized Doctor authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

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Rev	05-23-83
	06-24-97
	09-03-99
	06-25-02
	09-30-02
	12-16-03